



Town of Colma Invites Applications for
Recreation Coordinator
\$5,141 to \$6,247 monthly
(\$29.66 to \$36.04 per hour)

Applications Due by August 28, 2015

The Position

Under general supervision, the Recreation Coordinator is responsible for planning, organizing and supervising program specific aspects of the department. Incumbent will initially be responsible for youth and teen programming, special events, community/family outings, community programs and subsequently be cross trained in all department programming. Incumbent will also serve as the department receptionist in the absence of part-time staff.

The Recreation Coordinator assists the Director of Recreation Services in the Town's daily programming, including supervision of part-time staff, facility scheduling, maintenance of equipment, games & supplies; management of facilities in the absence of the Director.

Ideal candidates will:

- ◆ Represent the Town in a positive manner
- ◆ Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- ◆ Follow financial procedures
- ◆ Work flexible schedule including evenings and weekends
- ◆ Keep commitments
- ◆ Keep others informed of work progress, timetables, and issues
- ◆ Address problems and issues constructively to find mutually acceptable and practical business solutions
- ◆ Work independently

Essential Duties

- ◆ Plans, coordinates and implements recreational activities in specific program areas
- ◆ Maintains discipline and encourages observance of required safety precautions
- ◆ Maintains and files records of participation, supplies and equipment
- ◆ Issues and ensures the return of recreation equipment
- ◆ Coordinates facility rentals with residents and part-time staff
- ◆ Maintains Colma ID's
- ◆ Collects and accounts for program and facility rental fees
- ◆ Assists in the evaluation of part-time, per diem and temporary staff and volunteers
- ◆ Supervises and trains part-time, per diem, temporary employees, contractual staff and volunteers
- ◆ Prepares reports and correspondence
- ◆ Responds appropriately to emergencies including the application of basic first aid

- ◆ Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- ◆ Performs other duties as assigned

Minimum Qualifications

Education and Experience:

- ◆ Education: Bachelor's degree in Recreation Administration, Leisure Services, Public Administration or a closely related field
- ◆ Experience: Two years of progressively responsible recreation work history

Knowledge of:

- ◆ Modern Office Technology
- ◆ Principles and practices of customer service
- ◆ Recreation philosophy, planning and administration
- ◆ Operations and techniques used in comprehensive community recreational programming for various target age groups
- ◆ Personnel management including hiring, supervising and evaluating part-time staff
- ◆ Computer use, including spreadsheet, word processing, and graphic presentation software
- ◆ Methods and techniques of administrative analysis
- ◆ First Aid practices

Salary and Benefits

- ◆ Salary Range: \$5,141 to \$6,247 per month
- ◆ PERS Medical Delta Dental and VSP insurances provided for employee and eligible dependents
- ◆ PERS Retirement (2% at 60 or 2% @ 62 as defined by state law) and up to 100% retiree medical insurance for employee and eligible dependents
- ◆ Town paid \$50,000 life insurance for employee
- ◆ \$100 monthly matching deferred compensation program (voluntary)
- ◆ Health Club fees to \$47.00/month
- ◆ Educational reimbursement program and incentive compensation
- ◆ 10-25 vacation days based on length of service
- ◆ 3 Floating Holidays after January 1
- ◆ Sick leave accrual of 8 hours per month

To Apply

Employment applications are available at Town Hall. You may also call 650.997.8300 to have an application sent to you or you may download it from www.colma.ca.gov.

A TOWN EMPLOYMENT APPLICATION FORM MUST BE SUBMITTED TO HUMAN RESOURCES BY 5:00pm ON AUGUST 28, 2015 WILL BE CONSIDERED FOR APPOINTMENT.

Send Correspondence to:

Town of Colma
HUMAN RESOURCES
1198 El Camino Real
Colma, CA

The most qualified applicants will be invited to participate in the selection process. A medical examination including drug screening will be completed.

THE INFORMATION INCLUDED IN THIS ANNOUNCEMENT MAY BE CHANGED AT ANY TIME. THE INFORMATION DOES NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT.

THE TOWN WILL MAKE REASONABLE EFFORTS IN THE SELECTION PROCESS TO ACCOMMODATE PERSONS WITH DISABILITIES. PLEASE ADVISE THE PERSONNEL DEPARTMENT OF SUCH NEEDS AT THE TIME OF APPLICATION.

ALL EMPLOYEES HIRED BY THE TOWN OF COLMA MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES AND WILL BE REQUIRED TO PRODUCE CERTAIN DOCUMENTS VERIFYING SUCH INFORMATION. EOE